

**CITY OF AUBURN
FIRE DEPARTMENT**

Plan Review and Fee Collection

The following is a guideline for the process of plan review, approval, and fee collection for the Fire Department.

The Fire Department, through Ordinance, has a number of fees for plan review, permits, and services. These fees will be collected upon completion of review and at time of approval. All fees are to be paid in full prior to any issuance of final acceptance and or occupancy.

Procedure:

- A. For projects that are submitted through the Community Development Department, Public Works, or Building Department;
 - 1. Community Development, Public Works, or Building will submit to the Fire Department any applicable project for review and or comment.
 - 2. Fire will submit back to appropriate department with conditions, comment, and or approval. Fire will condition the project final approval upon payment of all applicable fees.
 - 3. Upon final review and or approval, Fire will attach a completed FIRE DEPARTMENT INSPECTION AND PERMIT RECEIPT form (Yellow). This will be forwarded to the appropriate department overseeing the project.
 - 4. The originating department will forward the FIRE DEPARTMENT INSPECTION AND PERMIT RECEIPT form (Yellow) to the project developer/coordinator (customer) who will pay appropriate fire fees to the Finance department.

- B. For projects that are submitted directly to Fire Department;
(Fire protection and related type systems requiring fire approval only)
 - 1. Three (3) copies of such plans, diagrams, and calculations are required for Fire Department review.
 - 2. Fire will review and attach conditions, comment, and or approval. Fire will condition the project final approval upon payment of all fees required.
 - 3. Upon final review and or approval Fire will attach a completed FIRE DEPARTMENT INSPECTION AND PERMIT RECEIPT form (Yellow). Fire may forward such documents to the Building Department counter for customer pick-up.
 - 4. Customers will pick-up approved project(s) at Fire or Building Department counter and proceed to Finance to pay all fees.